

## **Annex 10 – Damage Assessment**

Primary Agency: Illinois Emergency Management Agency (IEMA)

Support Agencies: American Red Cross (Red Cross)  
Illinois Emergency Services Management Association (IESMA)

All Agencies: General Requirements for Other State Agencies, Boards and Commissions

### **I. Introduction**

#### **A. Purpose**

1. Provide strategic and operational guidance for state supported damage assessment processes.

#### **B. Scope**

1. Support for damage assessment is limited to state approved requests.
2. State supported operations are scalable and modular based on scope and magnitude of event and ability of an Authority Having Jurisdiction (AHJ) to complete accurate damage assessments.
3. State utilization of Illinois Damage Assessment Recovery Teams (I-DARTs) is designed to augment damage assessment efforts of local governments and private sector organizations.
4. Situation and Rapid Needs Assessment for the purposes of gaining situational awareness, community needs identification, resource allocation and restoration of life sustaining capabilities is addressed in IEOP Annex 28, Disaster Intelligence.
5. This annex addresses initial and preliminary damage assessment processes, including the following:
  - a) reporting and accounting functions;
  - b) tracking and maintenance of records;
  - c) analyzing and de-conflicting information for accuracy; and
  - d) coordinating with multi-jurisdictional and multi-authority efforts.
6. This annex applies to state agencies, boards and commissions having a role or responsibility in conducting, completing and/or participating in damage assessments.

#### **C. Policy**

1. Implementation of this annex will not supersede any AHJ's administrative protocols or policy concerning damage assessment.
2. Procedures for utilization, control and use will incorporate and/or consider operational priorities that include, but are not limited to, the protection of life, public health and safety, property protection, environmental protection, restoration of essential utilities, restoration of essential program functions and coordination as appropriate.
3. Disaster intelligence collected through situation and rapid needs assessment will be provided to the state disaster recovery coordinator.
4. Damage assessment will provide strategies and priorities required for response and short, intermediate and long-term recovery.
5. The State Emergency Operations Center (SEOC) or designated state organizational element will provide technical and logistical assistance to activated or deployed I-DARTs.
6. State agency personnel will be trained to the assigned mission and, to the extent possible, be made aware of potential risks involved.
7. Organizations conducting damage assessments are responsible for training personnel in requirements and processes.
8. At the direction of the governor or designee, state agencies without a direct response role may be tasked with providing agency personnel in support of damage assessment operations.

D. Situation Overview

1. A disaster has occurred resulting in damage to critical infrastructure, public and/or private property.
2. Key stakeholders, partners and executive officials are contacting the SEOC, Business Emergency Operations Center (BEOC) or state agencies regarding damage assessment.
3. Local government and private sector organizations are engaged in recovery and are prevented from timely, coordinated and accurate damage assessments.

E. Assumptions

1. Locally organized systems for coordinating and managing damage assessment are not sufficient.
2. State assistance in completing damage assessments and meeting statutory requirements for reporting and completion is necessary.
3. Impacted areas are not fully identified.

4. Local units of government will seek state assistance in performing damage assessments.
5. Private sector, voluntary and community-based organizations will work cooperatively with whole community partners to complete and coordinate damage assessments in a safe and timely fashion.
6. Access to impact areas is established allowing for damage assessment.

## II. Concept of Operations

### A. General

1. All affected agencies, boards and commissions will provide damage estimates and assessments as directed by the SEOC.
2. Local governments and private sector organizations must be fully engaged and/or capable of providing timely, accurate and actionable information and intelligence.
3. When necessary, the state of Illinois will support local governments through the deployment of I-DARTs, as specified in IEOP Appendix 10-X1, I-DART.
4. The SEOC, in coordination with local units of government and the private sector, will utilize state personnel and Emergency Management Assistance Team (EMAT) resources to coordinate and manage I-DART damage assessment operations.
5. EMAT personnel activated by the state will be coordinated and managed through the use of I-DART process and standard operating procedures.
6. Needs identified through damage assessments will be incorporated into the SEOC Common Operating Picture (COP) and situational reports.
7. Aerial surveillance may be authorized by the SEOC and used to provide broad impact awareness.

### B. Notification, Alert and Warning (NAW)

1. SEOC notification, alert and warning of SEOC liaisons will be handled in accordance with IEOP Appendix A-1, Notification, Alert and Warning.
2. Primary and support agencies are responsible for internal and support partner notification.
3. The SEOC EMAT liaison will notify, alert and warn EMAT leadership of implementation of this appendix.

4. Illinois EMAT is responsible for internal notification, alert and warning.

C. Activation

1. The SEOC will provide support for I-DART coordination and management efforts through activation of state agency personnel and Mobile Support Teams (MST).
  - a) Upon activation of the State Unified Area Command (SUAC), the SEOC manager in coordination with the state disaster recovery coordinator may assign coordination and management of I-DART resources to the state unified commander for implementation of damage assessment requirements.
2. SEOC Activation Level Standard Operating Procedure (SOP) will be used to determine staffing levels necessary for damage assessment coordination.

D. Communications

1. Communications throughout response and recovery will be conducted in accordance with standard operating procedures and managed using established procedures, processes and policy outlined in IEOP Annex 3, Communications.
2. Communications will be conducted in a National Incident Management System (NIMS) compliant manner utilizing clear-text and frequencies coordinated with the SEOC.

E. Resource Management and Logistics

1. Resource management and logistics will be carried out in accordance with IEOP Annex 9, Resource Management.
2. Resource management includes mutual aid agreements and assistance agreements, the use of special federal and state teams, and resource mobilization protocols.

F. Reporting Requirements

1. General
  - a) SEOC information, intelligence and situation reporting will be conducted in accordance with the SEOC Situation and Rapid Needs Assessment Standard Operating Guideline.
2. Recovery - Disaster Impact Forms
  - a) For the purposes of individual and public assistance, state of Illinois Disaster Impact Assessment Forms will be used to record disaster impacts on local AHJs.

- b) IEMA will collect and compile disaster impact information based on the information provided by local AHJs.
- c) IEMA will compile and distribute situational reports on damage impacts to services, facilities, sites and programs at the federal, state and local levels to the SEOC.
- d) IEMA will provide compiled disaster impact information to FEMA for the purpose of establishing impacts for the incident.
- e) Disaster Impact Assessment Forms will be aggregated at the county level.
- f) Damage Assessment Forms will collect information at the individual household level and will be aggregated at the township and county levels.

3. Recovery – Initial Damage Assessment

- a) IEMA will provide compiled disaster impact information to the Illinois Department of Insurance (IDOI) for the purpose of determining insurance coverage.
- b) Compiled damages, costs and impacts will be used to determine the necessity of and to request an IEMA/FEMA Joint Preliminary Damage Assessment.

4. Recovery – Preliminary Damage Assessment

- a) Compiled damages, costs and impacts will be used to determine the necessity of and to request a presidential declaration.

G. Implementation Requirements

- 1. Notification, activation and deployment of I-DARTs will be conducted in accordance with the SEOC Management and Coordination SOP.
- 2. Implementation of I-DART damage assessment processes is predicated on the SEOC manager's approval of a request from a local government.
- 3. Coordination and sustainment requirements of I-DARTs must be fully addressed prior to implementation of I-DART operations.

H. Organization

- 1. Direction and Control

- a) State agencies and external organizations retain operational control of damage assessment resources.
- b) The SEOC is the single point of coordination for state support of damage assessment operations.
- c) For the purposes of unity of command, coordination and management of the SEOC, the SEOC manager will transfer command to the state disaster recovery coordinator at the cessation of short-term recovery and continuation of intermediate and long-term recovery efforts.
- d) The state unified area commander will coordinate and manage I-DARTs assigned to SUAC in accordance with established policy and procedure.
- e) The SEOC manager, state disaster recovery coordinator, or designees may establish an Element Specific Support Function (ESSF) for damage assessment and/or one or more I-DART.
- f) The SEOC manager, state disaster recovery coordinator, or designees may assist in the coordination of county or local jurisdiction resources at the jurisdiction's request.
- g) The SEOC, state disaster recovery coordinator, or designees will coordinate with local, state, federal and private organizations in developing damage assessment plans and processes.
- h) State Emergency Operations Center (SEOC) public information officer or designee will coordinate the activities of public information liaisons assigned to I-DARTs.

## 2. Coordinating Elements

- a) State-deployed Emergency Management Assistance Teams may be assigned to support or coordinate local or state strategic damage assessment operations.
  - 1) For the purposes of support to local or state tactical operations, Incident Management Teams (IMT) may be assigned under the direct coordination and management of EMAT.
- b) State Unified Area Command (SUAC) or State Area Command (SAC) elements may be deployed by the SEOC to coordinate information and resource requirements for operations.
- c) State I-DARTs, identified in IEOP Appendix 10-X1, I-DART, and supporting job aids will be approved for deployment by the SEOC.

- d) Coordination with Red Cross damage assessment operations will occur through the Red Cross SEOC liaison (LNO).
  - e) One or more Element Specific Support Functions (ESSF) may be implemented by the SEOC for specific strategic action planning for damage assessment and I-DART sub-functions.
    - 1) Strategic and operational guidance on ESSF operations can be found in IEOP Base Plan-A4, Element Specific Support Function Coordination and Management.
  - f) Coordination between private sector organizations and state damage assessment organizations will be maintained through the SEOC and BEOC.
2. Federal Coordination
- a) The SEOC will coordinate inclusion of federal assets in state damage assessment operations.
  - b) SEOC LNOs, state agencies, boards and commissions will coordinate with federal counterparts in accordance with enabling authority to collect, receive, compile and develop situational reports on damage impacts.

### III. Roles and Responsibilities

#### A. Illinois Emergency Management Agency

- 1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to services, facilities, sites and programs at the federal, state and local levels.
- 2. Coordinate collection, receipt, compilation and development of situational reports based on Disaster Impact Assessment Forms received from IEMA regional offices.
- 3. Collect, analyze, de-conflict and disseminate damage assessment information.
- 4. Coordinate and disseminate disaster assessment intelligence obtained through the Red Cross to SUAC/SAC as appropriate.
- 5. Coordinate with affected local governments and private sector organizations.
- 6. Prioritize and participate in damage assessment operations.
- 7. Assist in determining impact areas.
- 8. Coordinate Initial Damage Assessment.

9. Determine the need for, request and conduct a joint Preliminary Damage Assessment if approved by FEMA.
10. Coordinate a joint Preliminary Damage Assessment with FEMA and local AHJs.
11. Develop and maintain maps, visual aids and displays in coordination with the following:
  - a) Primary and support agencies
  - b) Boards and commissions
  - c) Voluntary and community-based organizations
  - d) Private sector organizations
  - e) Federal and external state agencies
  - f) Local governments
  - g) Executive and senior leadership
12. Provide just-in-time training and site-specific training to personnel assigned damage assessment responsibilities, missions and tasks.
13. Identify and provide training standards for I-DARTs.
14. Coordinate activation of I-DARTs and ESSF Damage Assessment resources.
15. Coordinate with federal agencies and representatives.
16. Determine the need to request federal disaster assistance.

B. American Red Cross

1. Conduct damage assessment to verify needs of those affected.
2. Coordinate damage assessment operations with the SEOC, state and federal agencies.
3. Collect, analyze, de-conflict and disseminate damage assessment information to IEMA and other whole community partners.
4. Coordinate collection, receipt, compilation and development of situational reports, maps, visual aids and displays on damage impacts.
5. Provide individual assessment and reassessment support to assistance activities.

6. Provide just-in-time training and site-specific training to Red Cross personnel assigned damage assessment responsibilities, missions and tasks.
- C. Illinois Emergency Services Management Association
1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to services, facilities, sites and programs.
  2. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to resource capability and local units of government.
  3. Collect, analyze, de-conflict and disseminate damage assessment information to IEMA and other whole community partners.
  4. Provide just-in-time site-specific training to personnel assigned damage assessment responsibilities, missions and tasks.
  5. Coordinate notification, activation and deployment of EMAT personnel and equipment in support of I-DART operations.
- D. Central Management Services
1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to CMS managed facilities, systems, processes and services.
  2. Assist with the coordination, collection, receipt, compilation and development of situational reports on damage impacts to state owned, operated and/or leased sites, facilities, systems, processes and services not managed by CMS.
- E. Illinois Commerce Commission
1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to public utility (electric, natural gas, water, sewer and telecommunications sites), facilities, systems, processes and services.
  2. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to railroad sites, facilities, systems, processes and services.
- F. Illinois Department of Transportation
1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to transportation systems and

modes, traffic monitoring systems, and transportation services, facilities, sites and programs at the federal, state and local levels.

G. Illinois Department of Corrections

1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to services, facilities, sites and programs at the federal, state and local levels.

H. Illinois Department of Insurance

1. Coordinate with IEMA individual assistance/public assistance officer or SEOC recovery LNOs to obtain Damage Assessment Forms.
2. Coordinate with insurers to determine insurance coverage possibly available on properties identified through initial damage assessment.
3. Coordinate the compilation, development and dissemination of insurance coverage information.

I. Illinois National Guard

1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to services, facilities, sites and programs at the federal, state and local levels.

J. Illinois State Police

1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to services, facilities, sites and programs at the federal, state and local levels.
2. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to public safety capabilities and services, laboratory services, prevention and protection programs and records processes or services.
3. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to transportation systems.

K. Illinois Department of Revenue

1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to services, facilities, sites and programs at the federal, state and local levels.

L. Illinois Department of Agriculture

1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to the agricultural community, including services, facilities, sites and programs at the federal, state and local levels.

2. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to public safety capabilities and services, food safety, land and water resources, laboratory testing and services, prevention, protection and wellness programs and records processes or services.

M. Illinois Environmental Protection Agency

1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to services, facilities, sites and programs at the federal, state and local levels.
2. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to air, water and waste water, land and refuse facilities, systems, processes and services.
3. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to facilities required to file toxic chemical release forms with the state and underground storage sites.

N. Illinois Department of Public Health

1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to medical services, facilities, sites and programs at the federal, state and local levels.
2. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to food safety, environmental health protection, laboratory testing and services, prevention and wellness programs and records processes or services.

O. Illinois Department of Human Services

1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to services, facilities, sites and programs at the federal, state and local levels.
2. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to family and community services, rehabilitation services, mental health, alcohol and substance abuse services and developmental disability programs, support and services at the federal, state and local levels.

P. Illinois Department of Aging

1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to services, facilities, sites and programs at the federal, state and local levels.
2. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to planning and service areas,

area agencies on aging, services, multipurpose senior centers and community care programs at the federal, state and local levels.

Q. Office of the State Fire Marshal

1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to buildings, structures, occupancies, facilities, sites, conveyances, services and programs at the federal, state and local levels.
2. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to fire prevention, life safety and egress methodology, firefighting and search and rescue capabilities, services, facilities, sites and programs at the local level.

R. Illinois Department of Natural Resources

1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to services, facilities, sites and programs at the federal, state and local levels.
2. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to rivers, lakes, streams, wildlife, endangered species, natural resource or preserve, environmental (land, water or air), forestry, mines, minerals and oil and gas production wells.

S. Secretary of State

1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to services, facilities, sites and programs at the federal, state and local levels.
2. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to public safety capabilities and services, prevention and protection programs, records processes or services and natural and cultural resources.

T. Illinois Public Works Mutual Aid Network

1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to public works capabilities, services, facilities, sites and programs at the local level.

U. Mutual Aid Box Alarm System

1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to firefighting, capabilities, services, facilities, sites and programs at the local level.

IV. Authorities and References

A. Authorities

1. Illinois Emergency Management Agency Act (20 ILCS 3305), as amended

B. References

1. Illinois Emergency Operations Plan, as amended
2. Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. § 5121 et seq.